

## Business Services

### October 2017 Firestorm Disaster Frequently Asked Questions (FAQ) 10/25/2017

The FAQ was developed to provide information to district business personnel and answer questions pertaining to the October 2017 Firestorm Disaster. This information will be posted on the SCOE website at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>.

**1. How do I handle a request by an employee for a Pay advance?**

Pay advance instructions were emailed to all CBO's on 10/19/2017 and are posted on the SCOE website under DBUG resources. See link above.

**2. I have been contacted by donors that want to make monetary donations to individual families or students. Is this OK for us to accept?**

School Districts and Charters are public entities and cannot disburse donations to individuals or families. Donors can specify a general purpose (e.g. school supplies, library books, etc.). Donations for specific individuals or students should be handled through your PTA, Foundation, or Boosters. These entities are non-profit organizations and have their own separate tax ID number.

SCOE's web page has more information about Sonoma County Schools Fire Relief and ways to donate at <http://www.scoe.org/pub/htdocs/scoe-fire-relief.html>

**3. How do I get replacement W-2's and paystubs for employees?**

If you need to reprint W-2's for employees in your district, directions are posted at <https://scoe.zendesk.com/hc/en-us/articles/115002897594-Reprint-W2-s>.

Replacement paystubs are available from ESCAPE. Most payroll staff can access these documents. If assistance is needed, please send a ticket to [helpdesk@scoe.org](mailto:helpdesk@scoe.org)

**4. What codes should I use in my attendance system for closed days? What codes should I use in my attendance system for student absences related to the fire and unhealthy air after school is back open?**

Instructions and helpful hints on reporting student attendance for closure days are now available. Detailed directions for Aeries and School Wise will be e-mailed to district/charter attendance staff and CBOs. See question six (6) below, for more information on codes for student absences. Instructions are also posted on the SCOE website under DBUG resources. See link at the top of page one (1).

**5. Should I be filing my J-13 waiver for the closure days now?**

You will need to file a J-13 waiver for all closure days; however, it is not necessary to do this immediately. It is suggested that you hold off on filing the J-13 Waiver until you have a more accurate view of your actual attendance. Waivers will cover instructional minutes and material decreases in addition to the closed days. Keep detailed documentation of your closure days, days that staff returned, and days that students returned, as well as any minimum days used during the re-opening weeks. Waivers will need to be completed by June 30, 2018. If you need assistance or a second set of eyes prior to the forms going to your board for approval please contact your SCOE Accountant.

**6. How do I calculate the material decreases in ADA to file the J-13? (Recording attendance after re-opening)**

After re-opening, recording attendance accurately provides the information needed in order for the material decrease calculations to go smoothly. For absences after re-opening, record in your student information system per your District/Charter procedures and policies, then clear them as usual. You have until June 30, 2018 to have the J-13 waivers board approved and filed with CDE. Instructions on calculating the material decreases are included with the J-13 waiver. The State Superintendent does also have the authority to approve J-13 waivers in subsequent years when there is a natural disaster based on an evaluation of the circumstances and support for the request at that time. Districts/Charters should submit the J-13 based on the circumstances and the need along with supporting documentation. A template to help with documentation will be posted on the SCOE website under DBUG resources. See link at the top of page one (1). If you need assistance or a second set of eyes prior to the forms going to your board for approval please contact your SCOE Accountant.

**7. Is there funding available for crisis and mental health counseling as students return to school?**

Counseling services are available upon request for Sonoma County Districts and Charters. School mental health and crisis response is being coordinated by SCOE's [System of Support](#) and the [County's Crisis Assessment, Prevention, and Education team](#). Please submit a request by going to <http://www.scoe.org/pub/htdocs/safe-schools.html>. Use the contact link to send information about services needed to Rebekah Pope. Every attempt is made to provide counseling services at no cost to Districts and Charters.

**8. I'm concerned about property tax values. What should I use for calculating revenue estimates for 1<sup>st</sup> Interim?**

Complete and accurate ADA and property tax information may not be available for several months and will change over time. In light of these circumstances, please provide SCOE with the most realistic assumptions possible when completing your interim reports. Contact your SCOE accountant for individualized assistance.

**9. I am enrolling a fire displaced student at my district/school/charter. How do I get the records from the previous district/school/charter?**

A list of enrollment contacts at District and School site level was compiled and emailed to all CalPads contacts county wide at the October 25, 2017. The goal is to have school districts/charters communicate the names of newly enrolled students to the student's previous school district/charter and avoid erroneous ADA/truancy reporting. Please contact Candy Amos ([camos@scoe.org](mailto:camos@scoe.org)) for a copy or link to the list.

**10. How do I accurately report in CalPads for the Fall 1 census data?**

On Wednesday, October 25, 2017 at 1:00 pm (SCOE Redwood Room C) a meeting was held to communicate how to capture accurate data in CalPads for Fall 1 census with a focus on correctly identify homeless students and other Firestorm Disaster reporting. Examples/optional forms to assist in enrolling new students were made available for use. All forms and documents are posted on the SCOE website under DBUG resources. See link at the top of page one (1). Other information is also available on the SCOE website at <http://scoe.org/pub/htdocs//families-support.html>

**The following six (6) questions were asked at the 10/25/17 CalPads meeting. Answers will be provided as soon as possible and e-mail notifications will go out as updated.**

**11. How do we classify a student as homeless other than the Free/Reduced Meal application?**

**12. What do I do if records and CUMS have been burned?**

**13. Are there funding sources available for meeting the needs of homeless students?**

**14. If enrolling students impacts the 24:1 student teacher ratio what do I do?**

**15. How do we handle attendance and closure days for Non-Public Schools that were closed? (Anova, North Valley, Greenacres, etc.)**

**16. If a Special Education program is housed in a different district with different closure days how do I handle?**